Community Services Department Westside Multi-Generational Center ROOM RESERVATION REQUEST 2014



715 W. 5th Street, Tempe AZ 85281

www.tempe.gov/westside

Phone: 480-858-2400 Fax: 480-858-2415

RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)

	Last Name		Business Phone		Cell/Home Ph		
Mailing Addus		100		C+	7:		
Mailing Address		City	<u> </u>	St	Zip		
Email Address							
Email Address							
ALTERNATE CONTACT I	<u>PERSON</u>						
First Name	Last Name		Business Phone		Cell/Home Ph		
Email Address							
ORGANIZATION INFORM	IATION						
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Organization Name:							
Mailing Address (If different for	rom Responsible Party)	City	,	St	Zip		
Brief Description of Organia	zation						
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MEETING INFORMATION	<u>i</u>						
Description of Meeting/Eve	ent:						
		# of Tables N	eeded:		# of Chairs Neede		
Number of Attendees:			Arts/Crafts An		mplified Music/DJ		
Number of Attendees: Will your meeting/event incany of the following:	clude	Food/Drink	Alto/Claits	,	pilited ividsid/D3		
Will your meeting/event inc		Food/Drink PA System	Projection Syste		TV/DVD Cart		

This is an application only. Nothing is finalized until all payments and required documents are received and a permit is sent to you from the Community Services Department. By signing below I attest that I am at least 18 years of age, and have read, understand and agree to comply with all of the attached room reservation policies and procedures.

Signature of Responsible Party									Date
FOR OFFICE USE ONLY DATE RECEIVED:					PERMIT #:		PERMIT #:		
City Dept.	Resident	Non-F	Resident	Not for Prof	fit	Commercial/For Prof	it	DATE C	OF EVENT:

ROOM INFORMATION Sunset (26) Riverside (28) Los Vecinos (20) Cahill (80) HOURS AVAILABLE
Mon- Th 8am- 8:45pm
Fri 8am- 7:45pm
Sat 10am- 4:45pm
Sun CLOSED

ORGANIZATION NAME	
RESPONSIBLE PARTY	
# OF PEOPLE ATTENDING	

DATES REQUESTED (PLEASE CIRCLE)

Please include set-up and take-down time when requesting dates & times
**Blacked out dates indicate facility closed

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Facili	ty Onen	8am-5	nm Dec	amhar	21th & 3	21 St				

SET-UP HOURS:

SET-UP HOURS:

Facility Open 8am-5pm December 24th & 31st SET-UP HOURS:

MEETING/EVENT HOURS: _____

MEETING/EVENT HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS:

TAKEDOWN HOURS: _____

TAKEDOWN HOURS: